Credit Memo

Credit memos may issued by vendors whenever goods are returned, when adjustments are required due to over billing on all or part of the invoice, or when there are other circumstances which may affect outstanding or future payments.

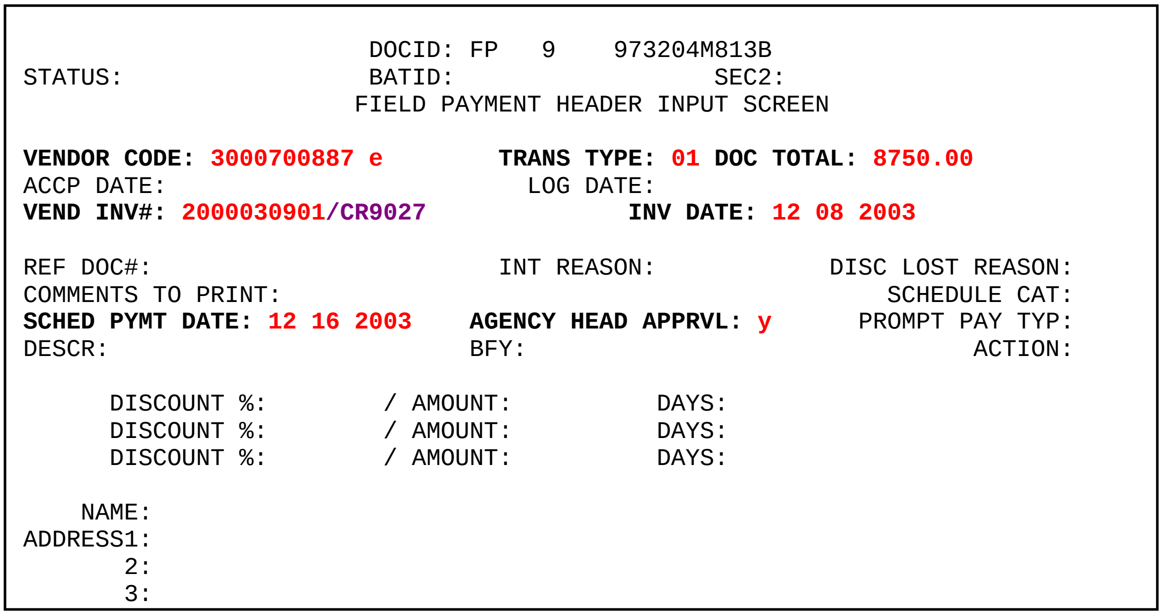
If a credit memo is issued against an order which has been completely expended, or if an adjustment to an FP document is not feasible, the user may elect to apply the credit memo to any future procurement issued to the same vendor (but not necessarily the same cost structure), or initiate collection action.

FP - Referencing Credit Memo Header Screen

1. Follow steps listed in “Creating the Initial FP Document”.

2. Key the following fields:

VENDOR CODE	Vendor base code plus suffix
TRANS TYPE	Always "01" (numeric)
DOC TOTAL	Total amount of current charges to be paid to the Vendor Also the sum total of all accounting cost structure lines
VENDOR INV#	Vendor invoice #/credit memo#, account number, or station name
INV DATE	Date of vendor invoice
SCHED PYMT DATE	Date payment entered into FFS
AGENCY HEAD APPRVL	Always a “Y”



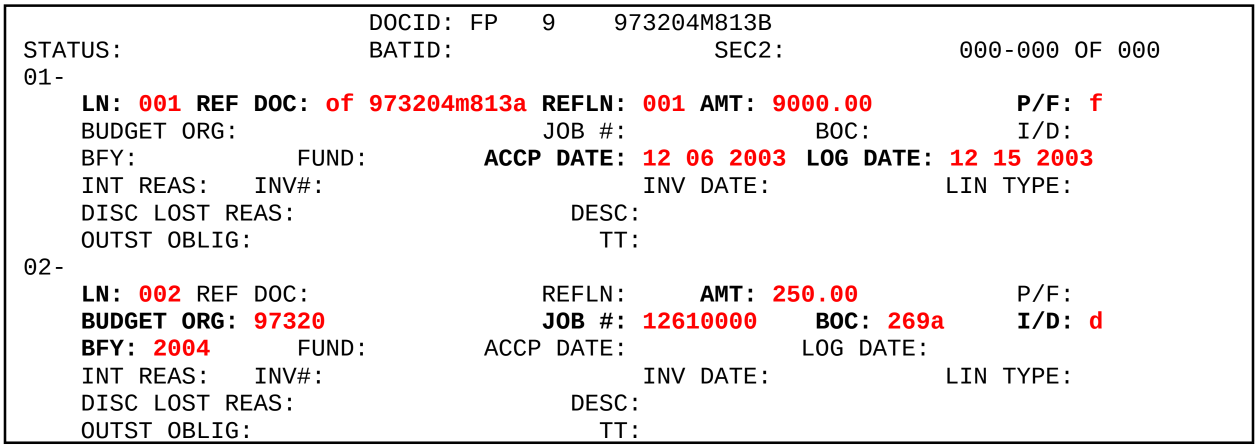
```
                        DOCID: FP   9    973204M813B
STATUS:                 BATID:                  SEC2:
                       FIELD PAYMENT HEADER INPUT SCREEN

VENDOR CODE: 3000700887 e        TRANS TYPE: 01 DOC TOTAL: 8750.00
ACCP DATE:                         LOG DATE:
VEND INV#: 2000030901/CR9027              INV DATE: 12 08 2003

REF DOC#:                        INT REASON:            DISC LOST REASON:
COMMENTS TO PRINT:                                          SCHEDULE CAT:
SCHED PYMT DATE: 12 16 2003    AGENCY HEAD APPRVL: y      PROMPT PAY TYP:
DESCR:                         BFY:                                ACTION:

      DISCOUNT %:        / AMOUNT:          DAYS:
      DISCOUNT %:        / AMOUNT:          DAYS:
      DISCOUNT %:        / AMOUNT:          DAYS:

    NAME:
ADDRESS1:
       2:
       3:
```

3. “ENTER” to go to the Line Screen.

FP - Referencing Credit Memo Line Screen

1. Key the following fields:

LN	3 digit sequential number beginning with 001
REF DOC	Trans code and DCN of undelivered order
REFLN	Referencing line of obligation to be decreased (on OBLL Table)
AMT	Amount to be paid against the referenced accounting structure
P/F	Partial or Final payment of referenced accounting structure
ACCP DATE	Date goods/services received.
LOG DATE	Date invoice received at field station.
LN	3 digit sequential number
AMT	Amount of the credit memo
BUDGET ORG	Field organization to receive the credit.
JOB #	Subactivity code plus project number.
BOC	Budget object class code.
BFY	Budget fiscal year.
I/D	Increase/decrease indicator - key “D” with credit memo
BFY	Budget fiscal year of the credit



```
                        DOCID: FP   9    973204M813B
STATUS:                 BATID:                  SEC2:            000-000 OF 000
01-
    LN: 001 REF DOC: of 973204m813a REFLN: 001 AMT: 9000.00          P/F: f
    BUDGET ORG:                     JOB #:             BOC:          I/D:
    BFY:           FUND:        ACCP DATE: 12 06 2003 LOG DATE: 12 15 2003
    INT REAS:   INV#:                      INV DATE:            LIN TYPE:
    DISC LOST REAS:                   DESC:
    OUTST OBLIG:                        TT:
02-
    LN: 002 REF DOC:                REFLN:     AMT: 250.00           P/F:
    BUDGET ORG: 97320               JOB #: 12610000    BOC: 269a     I/D: d
    BFY: 2004      FUND:        ACCP DATE:            LOG DATE:
    INT REAS:   INV#:                      INV DATE:            LIN TYPE:
    DISC LOST REAS:                   DESC:
    OUTST OBLIG:                        TT:
```

2. “ENTER" if more lines are needed.

3. Press the "HOME" key to return to the Command Line and key a "Q" to do a quick edit

4. If the status line displays:

• REJECT (any dollar amount)	correct errors and then do another quick edit
• PEND1 (over $500.01)	mail complete original documentation to approving official to process payment
• SCHED (under $500.01)	the next day, verify document shows ACCPT in SUSF. At month end, mail all payments sorted by DCN with a cover memo to approving official for filing purposes.
• HELD (under $500.01)	mail complete original documentation to approving official to process the payment.

5. Keep a copy for your files.